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GUIDANCE FOR REPORTING DEPARTMENTS AND AGENCIES

FSB Status Report to the NSC as of June 30, 1953

100-103
200-103

I. The following suggestions have been developed in consultation with representatives of member departments and agencies for guidance in the preparation of contributions to FSB's next status report to the NSC:

II. Contents of Reports

1. Summarize briefly the status of psychological programs being administered by the reporting department or agency. This summary should endeavor to state in general terms just "where we are" in carrying out the psychological programs, and should include, where possible, some assessment or rough estimate of how effective the programs are proving in terms of objectives and in relation to capabilities.

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2. Indicate significant changes that have occurred since the period covered by the preceding report. These might be changes in the situation or the area concerned which affect the program, or changes in the program itself.

3. List the principal problems or obstacles encountered in working towards U. S. objectives, and indicate whether progress has been made in overcoming these problems and obstacles.

4. Give

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4. Give concise accounts of major activities in the psychological programs during the reporting period. These accounts should include high-lights in the field of organization, planning, and operations.

5. Present under area headings more detailed accounts of major psychological activities. The following headings are suggested:

A. Behind the Iron Curtain:

(1) USSR

(2) Communist China

25X6A(3) The East European Satellites



6. Describe separately any important substantive activities which cut across area lines. These substantive activities might include such points as, for instance, combatting neutralism, activities directed against the "Hate America" campaign, the escapee problem, etc.

25X6A



8. Report

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*What is being
done to implement
supporting plans*

8. Report what steps have been taken to implement approved PSB psychological strategy plans. Where supporting or operational plans called for by a PSB plan have been drafted by the reporting department or agency, this should be noted; a report should be included as to what steps have been taken in the field to implement such supporting or operational plans. Where appropriate, these reports on implementation of PSB plans should be included under the area, substantive or international items called for in paragraphs 5, 6, and 7 above.

III. Format

1. As in the case of the last PSB report to the NSC, these reports will go forward in full as ANNEXES to PSB's own report. It is suggested, therefore, that they should be kept short (preferably not more than a dozen double-spaced, legal size pages).

IV. Procedure

1. Since PSB's report will have to be in the hands of the NSC staff on August 1, final drafts from the reporting departments and agencies should reach PSB not later than July 1. (This may, in some cases, mean that, in practice, reports from representatives may have to be closed and completed by about the end of May instead of on June 30.)
2. Ten (10) copies of each report should be submitted to PSB to expedite distribution, comments, clearances, etc. (with the exception of the specially-classified CIA draft report, of which only two copies are requested).

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ROUTING AND RECORD SHEET

INSTRUCTIONS—Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Psychological Strategy Board (via PP/PP/PL)

NO.

Copy No.

DATE

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. PP/PP/PL	1018 K	<i>Feb 21/1953</i>	<i>Feb</i>	<i>25X1A9a</i>	<i>file (make new file)</i>
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